

# ONSITE RECRUITMENT

At the Suffolk County One-Stop Employment Center, 725 Veterans Memorial Highway, Hauppauge, NY 11788

## NATIONAL RECRUITING GROUP

**WEDNESDAY, MARCH 18, 2015**

**9:00 AM – 11:00 AM**

**PLEASE BRING YOUR RESUME AND 2 FORMS OF ID ISSUED BY THE STATE  
(EX: DRIVER'S LICENSE, SOCIAL SECURITY OR PASSPORT)**

### Customer Service Representatives

\$12 per hour

Third party medical billing company looking to hire customer service reps for growing customer service department. Positions are temporary to hire. Hours are Monday-Friday 8:30-5pm. Ideal candidate will have customer service call center experience. Must have experience dealing with customers over the phone. Must be able to multi task; will be responsible for documenting information into computer during call.

### Manufacturing Assemblers

\$13-15 per hour (based on experience)

First and Second Shifts available! Ronkonkoma, Hauppauge & Deer Park areas.

Positions are temporary and could lead to full time for the right candidate.

Performs a variety of tasks ranging from repetitive to non repetitive production assembly and test operations.

Follow work instructions for specific operations. May conduct quality inspections on processing line in accordance with quality specifications. MUST have strong attention to detail be computer literate and have good eye hand coordination.

### Medical Office Assistant

\$10-15 per hour (depending on position and experience)

Monday – Friday full time day hours. Both Nassau and Suffolk.

Medical Assistants, Medical Billers, Medical Clerks, Medical Reception and Medical Secretaries

### Warehouse Associates

\$12-13 per hour (based on experience)

Temp-perm opportunity in Ronkonkoma area. Full time hours, Monday – Friday from 8:30-5pm/9:30-6pm. Ideal candidate will have experience with processing domestic and international shipments thru UPS Worldship System and FEDEX ship manager. Experience in final packaging of parts for shipment. Electronic parts experience a plus. Responsible to insure orders are packed complete and maintain shipping records. Able to lift 70lbs. Experience with preparing customer required bar codes a plus. Experience with fork lift equipment a plus.